

REQUIREMENTS FOR EARNING
MANAGEMENT DEVELOPMENT CERTIFICATIONS
THROUGH THE COMPREHENSIVE PUBLIC TRAINING PROGRAM

(Approved by the CPTP Policy Board January 26, 2001)

CPTP has undergone a major redesign of its curriculum to enhance managerial and supervisory employees' ability to perform their jobs. The Management Development curriculum includes four functional certificates with testing for all classes except those taught by Civil Service; one project for each functional certificate that addresses all job outcomes presented in the classes and complies with an agreement between participants and their agencies on project selection, implementation, and grading criteria. Participants who earn all four functional certificates are then be eligible to earn the Certified Public Manager certificate by completing the CPM requirements. The CPM will be the fifth and final certificate.

The Certificate in Supervisory Techniques (CST) is being phased out effective July 1, 2003. The new functional certificates being offered by CPTP are as follows. These new certificates may be completed in any order:

CERTIFICATE FOR BUILDING EFFECTIVE TEAMS

This certificate will include the following seven courses, require at least a 70 percent passing score on the test for each course, and successful completion of a work-related project graded by both CPTP and the participant's agency:

Developing Effective Teams-Part I	1.5 days
Developing Effective Teams-Part II (Part I is prereq.)	1.5 days
Developing Effective Teams-Part III (Parts I & II are prereqs.)	1.5 days
Developing a Motivated Work Group	1.5 days
Effective Conflict Resolution Strategies	1.5 days
Encouraging Creativity in Teams	1 day
Individual Differences and Diversity in the Workplace	<u>1.5 days</u>

Total: 10 days

CERTIFICATE FOR MANAGING PEOPLE

This certificate will include the following seven courses, require at least a 70 percent passing score on the test for each course, and successful completion of a work-related project graded by both CPTP and the participant's agency:

Civil Service Rules & Regs. for Supervisors	2 days
This requirement may be met by completing 2 of the following 1-day classes:	
Common Myths That Affect Good Supervision	
Controlling Absenteeism & Tardiness	
Transitioning to Supervisor	
Key Elements of Disciplinary Action	1 day
This requirement may be met by completing the 1-day class, Documenting for Performance & Discipline	
Performance Planning and Review	1 day
Building Better Performance Through Employee Skill Development	2 days
Conducting Productive Employee Performance Reviews	1 day
Improving Employee Performance Through Coaching	1.5 days
Promoting Learning in the Workplace	<u>1 day</u>
Total:	9.5 days

CERTIFICATE FOR MANAGING WORK

This certificate will include the following eight courses, require at least a 70 percent passing score on the test for each course, and successful completion of a work-related project graded by both CPTP and the participant's agency:

Accountability in Work Groups	2 days
Applying Decision-Making Strategies	1.5 days
Effective Problem Solving	1.5 days
Facilitating Change	1 day
Managing and Improving Work Processes	2 days
Managing Customer Service Systems	1.5 days
Managing Work Time Effectively	1 day
Workplace Negotiation Skills	<u>1 day</u>
Total:	11.5 days

CERTIFICATE FOR ADVANCED MANAGERIAL SKILLS

This certificate will include the following seven courses, require at least a 70 percent passing score on the test for each course, and successful completion of a work-related project graded by both CPTP and the participant's agency. **Some courses in this certificate track are not yet available.**

Building Productive Working Relationships (Partnering)	1 day
Conducting An Effective Job Interview	1.5 days
Developing an Effective Planning Process	1 day
Ethical Behavior In The Workplace	1.5 days
Long-range Planning	1 day
Technical Writing	2 days
Technology Management	<u>2 days</u>

Total: 10 days

CERTIFIED PUBLIC MANAGER CERTIFICATE

The fifth and final certificate will be the Certified Public Manager certificate. The work simulation portion of this certificate will not be offered again before July 1, 2001.

In order to earn the Certified Public Manager designation, employees will need to complete the course, test, and project requirements to earn the four certificates outlined above (41 days), plus complete the following additional requirements (9 days) for a total of 50 days of training. The CPM is a national designation which cannot be awarded to participants with less than 50 days of approved course work:

Elective Courses	6 days
Work Simulation Exercises	<u>3 days</u>

Total: 9 days

TESTS AND TESTING OUT

Each management development course taught by CPTP will have a test given at the end. The minimum passing score on all tests is 70 percent. Participants will have to pass all tests to earn the functional certificates. Participants will continue to receive a certificate of attendance for each class they attend.

No more than 50 percent of the courses in each certificate may be tested out of. In order to test out of a class, a participant will need to:

1. formally request to test out by submitting a request in writing to CPTP; and
2. take the test that is normally given at the end of that class and score at least 70 percent (a participant trying to test out will have only one opportunity to take the test without taking the class); and
3. include the job outcomes for that class in the project that is submitted to earn the appropriate certificate.

Course credit for the tested-out-of class would not be official until the project is successfully completed and includes the job outcomes for that class.

NEW PROJECT REQUIREMENTS

Participants will be required to do a work-related project as a requirement to earn each functional certificate. The purpose of this project plan is to ensure the focus is on job outcomes and to enhance the transfer of learning. The project cannot be begun until the participant has completed all courses for the certificate he or she is trying to earn.

Participants will apply to CPTP to do the project so eligibility can be verified. Participants will prepare an Action Learning/Project Agreement which will outline what the project will be and how the employee plans to demonstrate job outcomes. This agreement will have to be approved and signed by the employee, the agency, the Public Management Program, and CPTP. There will be pre-determined general criteria defining how the project will be graded. A three-person team will be set up to grade each project, consisting of an instructor, one person from the agency, and one person chosen by CPTP (i.e. staff member, CPM Society member, etc.).

SUBSTITUTION

Course credit for courses in the new curriculum will be given to participants for classes taken in the former curriculum with the same (or almost the same) title if they have been taken within the past five years. (CPTP will prepare a list of the appropriate courses that maps to former curriculum.)

Electives will still be needed to earn the capstone, CPM certificate. The number of hours has been reduced from 60 to 36 (6 days). Participants will be allowed to substitute for all 36 hours of electives. Criteria for submitting and reviewing substitutions for elective hours will remain unchanged at this time.

Credit for Employees Who Have Completed All or Part of the CST Requirements:

1. For employees who have previously earned the Certificate in Supervisory Techniques, credit will be given as follows:
The Certificate for Building Effective Teams (all courses, tests, and project)
Civil Service Rules & Regulations for Supervisors
Effective Problem Solving (course and test)
2. For employees who have completed Levels I, II, and III of the previous management development program and the associated tests, who are only lacking the project:
Until July 1, 2003, employees will be able to complete a project that covers topics taught in Levels I, II, and III, and earn the Certificate in Supervisory Techniques. The project requirement would be completed using the rules and format in effect before January 26, 2001. Once they earn the CST, they fall into scenario 1 above.
3. For employees who have completed Levels I and II and the associated tests, but not Level III:
Until July 1, 2003, CPTP will combine the following courses and offer them as Level III – Developing Effective Teams Part 2, Developing Effective Teams Part 3, and Effective Problem Solving (4.5 days total class time). Employees may take this “Level III” and the associated tests, complete the project, and take Civil Service Rules & Regulations for Supervisors if they have not already taken it, and earn the Certificate in Supervisory Techniques. The project requirement would be completed using the rules and format in effect before January 26, 2001. Employees taking this Level III will not be required to take Developing Effective Teams, Part I before taking Developing Effective Teams, Part 2. Once they earn the CST, they fall into scenario 1 above.
4. For employees who have completed only Level I of the management development program:
Credit will be given for completing the Developing a Motivated Workgroup course (1.5 days). The remainder of the hours earned in Level I will be counted as elective credit toward the CPM (2.5 days). These employees will not be eligible to earn the CST, but rather could work toward any of the new functional certificates and the CPM certificate.